

# **REQUEST FOR PROPOSALS (RFP)**

**Engineering Services for Construction Oversight and Inspection  
LPDM 2023 Levee Project - City of Williamsport**

**Construction Administration, Management, and Inspection Services  
Williamsport Levee Pump Stations Project  
Arch Street, Spring Run, and Mill Race Pump Stations**

**Issued by:** City of Williamsport, Pennsylvania

**Administered by:** SEDA-Council of Governments (SEDA-COG)

**Funding Source:** FEMA Legislative Pre-Disaster Mitigation (LPDM) Program

**RFP Release Date:** Friday January 16, 2026

**Proposals are due:** Wednesday, February 18, 2026 at 4:00 PM (EST).

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## **1. OWNER**

City of Williamsport  
Department of Public Works  
1550 West Third Street  
Williamsport, PA 17701

Owner's Representative:

**Bill Scott, P.E., City Engineer**

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## **2. PROJECT BACKGROUND**

The City of Williamsport has received federal funding for electrical and standby power improvements at three (3) existing levee pump stations:

- Arch Street Pump Station
- Spring Run Pump Station
- Mill Race Pump Station

The construction work includes installation of generators, electrical equipment, SCADA integration, and related site work. Construction will be procured separately through a sealed-bid process.

The City has engaged SEDA-Council of Governments (SEDA-COG) to provide grant administration and compliance support for the project, including coordination with state and federal funding agencies. SEDA-COG will not perform construction administration, inspection, or engineering services.

The City is soliciting proposals from qualified firms to provide construction administration, management, and inspection services for this project.

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### **3. PROCUREMENT METHOD**

This RFP is issued as a professional services procurement. Selection will be based on qualifications, experience, and demonstrated ability to perform the required services, with cost considered as part of the evaluation.

This procurement is separate from and independent of the construction contract.

Award of this contract is contingent upon award of the construction contract and project authorization to proceed.

#### **Design Engineer of Record Eligibility and Conflict of Interest Disclosure**

The City acknowledges that Greenman-Pedersen, Inc. (GPI) served as the Engineer of Record for the design of the project. In accordance with federal procurement requirements under 2 CFR Part 200, the design engineer of record is not automatically prohibited from submitting a proposal in response to this RFP.

If the design engineer of record elects to submit a proposal, the firm shall be required to:

- Submit a written organizational conflict of interest (OCI) disclosure identifying its role as the Engineer of Record;
- Demonstrate clear separation of personnel, such that individuals involved in the original design effort are not proposed for construction administration, inspection, or decision-making roles;
- Acknowledge that it will not receive, nor be afforded, any unfair competitive advantage, and that all procurement communications will be conducted solely through written addenda issued to all proposers;
- Accept that final authority for bid interpretations, change orders, and payment approvals shall remain with the City of Williamsport, with administrative support from SEDA-COG.

The City reserves the right to evaluate any potential conflicts of interest and to determine whether adequate mitigation measures have been proposed to ensure independent and objective construction administration and inspection services.

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### **4. SCOPE OF SERVICES**

The selected firm will provide construction-phase support services, including but not limited to the following:

#### **A. Construction Administration**

- Serve as the City's representative during construction
- Coordinate with the Contractor, City, Engineer of Record, SEDA-COG, and regulatory agencies
- Conduct pre-construction conference
- Facilitate and attend regular (anticipated monthly) construction progress meetings, including preparation of meeting agendas and written meeting minutes
- Review and process submittals and shop drawings (in coordination with Engineer of Record)
- Review RFIs and coordinate responses
- Review contractor schedules and sequencing
- Review and recommend approval of pay applications
- Review change order requests and provide recommendations
- Assist with project documentation and recordkeeping

#### **B. Construction Inspection**

- Inspection is anticipated to be part-time, with site presence adjusted based on active work. Proposers shall recommend a staffing plan and level of effort appropriate to meet schedule, quality, and federal compliance requirements.
- Observe work for general conformance with plans and specifications
- Monitor construction progress and quality
- Document site visits and maintain inspection logs
- Coordinate testing and inspections
- Identify and report non-conforming work

#### **C. Federal Compliance Support**

- Monitor compliance with Davis-Bacon prevailing wage requirements, including certified payroll review
- Assist with Build America, Buy America (BABA) documentation tracking
- Support compliance with applicable federal requirements under 2 CFR Part 200
- Assist the City and SEDA-COG with documentation needed for reimbursement and audit purposes

#### **D. Project Closeout**

- Assist with final inspections and punch list
- Review and prepare as-built documentation and operation & maintenance manuals
- Support final pay application and contract closeout
- Provide construction phase summary documentation

#### **E. Deliverables**

- Weekly/biweekly progress summary email or memo
- Field reports for each site visit
- Submittal/RFI log
- Pay application review memo (or checklist) per pay app
- Change order log and recommendation memo (as needed)
- Davis-Bacon payroll review log (weekly)
- BABA documentation tracker (as applicable)
- Final closeout package checklist + completion memo

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### **5. COORDINATION WITH ENGINEER OF RECORD**

The Engineer of Record for the project is Greenman-Pedersen, Inc. (GPI). The selected consultant shall coordinate with the Engineer of Record for technical review items, including submittals and requests for information (RFIs), as applicable.

If the Engineer of Record is selected through this RFP to provide construction administration, management, and inspection services, the consultant shall maintain internal separation of design and construction-phase personnel and shall implement conflict-of-interest mitigation measures consistent with its proposal and disclosures. Final engineering determinations shall remain subject to City approval.

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## **6. PROJECT SCHEDULE**

Construction is anticipated to commence following award of the construction contract and receipt of all required approvals. The construction duration is anticipated to be approximately 120 calendar days from Notice to Proceed.

- RFP issued: Friday January 16, 2026
- Questions due: Wednesday February 4, 2026 @ 4:00PM EST
- Proposals due: Wednesday February 18, 2026 @ 4:00PM EST
- Interviews (if held): Week of February 23rd
- Anticipated award: March 2026
- Anticipated construction start: Construction is anticipated to commence following award of the construction contract and receipt of Environmental and Historic Preservation (EHP) clearance and all other required approvals. The exact start date is dependent upon regulatory authorization and issuance of the Notice to Proceed.

The selected consultant shall be available for the full duration of construction and closeout.

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## **7. PROPOSAL SUBMISSION REQUIREMENTS**

Proposals shall include the following:

### **A. Cover Letter**

- Firm name, address, and primary contact
- Brief statement of interest and understanding of the project

### **B. Firm Qualifications**

- Description of firm experience with similar construction administration and inspection projects
- Experience with federally funded infrastructure projects (FEMA, PEMA, etc.)

### **C. Project Team**

- Identification of key personnel and roles
- Relevant qualifications and experience
- Availability for the project

### **D. Approach and Methodology**

- Proposed approach to construction administration and inspection
- Coordination strategy with City, Engineer of Record, and Contractor
- Approach to federal compliance monitoring (Davis-Bacon, BABA)

### **E. Cost Proposal**

- Proposed fee structure (lump sum or not-to-exceed)
- Breakdown of costs by task or phase

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## **8. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of firm and project team
- Understanding of project and proposed approach
- Experience with similar projects and federal compliance
- Availability and capacity to perform services
- Cost and overall value

The City reserves the right to interview selected firms.

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## **9. FEDERAL REQUIREMENTS**

This project is funded in part with federal assistance. The selected firm must comply with all applicable federal requirements, including but not limited to:

- 2 CFR Part 200
- Debarment and suspension requirements
- Access to records and audit requirements
- Equal Employment Opportunity requirements

The selected firm shall retain all project records for a minimum of three (3) years after final grant closeout, or longer if required by FEMA or the Commonwealth. All procurement activities shall be conducted in accordance with 2 CFR Part 200, including 200.318–200.327, as applicable.

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## **10. SUBMISSION INSTRUCTIONS**

Proposals shall be submitted electronically by email only to:

**Betsy Kramer, Program Manager**

SEDA-COG

[bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)

Email subject line shall read:

**“RFP – Pump Station Construction – LPDM 2023 Levee Project”**

Proposals are due: Wednesday, February 18, 2026 at 4:00 PM (EST).

Proposals submitted by any other means (including hard copy, fax, or file-sharing platforms) or received after the stated deadline will not be accepted.

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## **11. OWNER’S RIGHTS**

The City of Williamsport reserves the right to:

- Reject any or all proposals
  - Waive informalities
  - Request additional information or interviews
  - Negotiate scope and fee with the selected firm
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## **12. QUESTIONS**

All questions regarding this RFP shall be submitted electronically by email to:

**Betsy Kramer, Program Manager**

SEDA-COG

[bkramer@seda-cog.org](mailto:bkramer@seda-cog.org)

Email subject line shall read:

**“RFP – Pump Station Construction – LPDM 2023 Levee Project - QUESTION”**

Questions due Wednesday February 4, 2026 @ 4:00PM EST. Responses will be issued via written addendum only. Proposers shall not contact other City staff or consultants regarding this RFP.

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